



Science Associate

The California Institute for Regenerative Medicine (CIRM) is recruiting Science Associates who will participate in the review, administration, and monitoring of scientific programs to realize CIRM's strategic research and development objectives.

CIRM was established in 2004 with the passage of Proposition 71, the California Stem Cell Research and Cures Initiative. The statewide ballot measure, which provided \$3 billion in funding for stem cell research at California universities and research institutions, called for the establishment of an entity to make grants and provide loans for stem cell research, research facilities, and other vital research opportunities. The Institute's mission is to support and advance stem cell research and regenerative medicine under the highest ethical and medical standards for the discovery and development of cures, therapies, diagnostics and research technologies to relieve human suffering from chronic disease and injury. For more information, please visit www.cirm.ca.gov.

CIRM is looking for recent Ph.D.s (or equivalent) interested in exploring a career in research administration who would like to join a committed team to advance stem cell research to relieve human suffering from chronic disease and injury.

Key Responsibilities

As a Science Associate, main responsibilities include but are not limited to the following:

- Participate in review meetings of the Grants Working Group, a panel of external scientists who review applications. Document reviewer discussions. May help organize and conduct review meetings in collaboration with the Senior Review Officer and other members of review team.
- Prepare written summaries of applications that convey the Grants Working Group's findings and recommendations on applications to CIRM's governing board, the Independent Citizens Oversight Committee (ICOC), the public and the applicant.
- Conduct scientific administrative review for approved awards prior to issuance; participate in annual scientific administrative review of awards.
- Implement Requests for Application (RFAs) or Requests for Proposal (RFPs) to address strategic scientific priorities and needs in collaboration with Science team and other CIRM staff
- Organize and conduct CIRM scientific meetings and workshops in collaboration with other team members. Prepare workshop summaries.
- Collaborate with team members to develop and manage internal processes, portfolio progress, documentation, and reporting.

- Keep abreast of scientific status, needs and priorities within scientific area of focus through attendance at scientific seminars and meetings. Function as internal expert within scientific areas of focus.
- Represent CIRM at scientific conferences, at public meetings, with patient advocacy groups and in other venues as required.

Requirements

- Ph.D. or equivalent degree in biomedical or related science. Applicants with a Master's degree and at least 5 years of experience in biomedical research may also be considered.
- Demonstrated interest and ability in written communication of scientific information accurately, clearly and concisely to scientists and non-scientists.
- Demonstrated excellent analytical, interpersonal, and written and oral communication skills. Ability to work and communicate effectively with scientists and with non-scientists.
- Ability to work independently under limited supervision.
- Ability to work with flexibility, efficiency, enthusiasm, and diplomacy as part of a team effort in a fast paced work environment.
- Ability to travel statewide, and nationally as required.

Salary Range and Benefits

Salary

The range for the Science Associate is \$80,000-\$120,000. Salary will be commensurate with the candidate's skills, knowledge and experience.

Benefits

CIRM offers a very competitive benefits package through the State of California including a Defined Benefit plan, generous health care and leave time. See the following website for more detailed information <http://www.dpa.ca.gov/benefits/employeebenefits.shtml>

HOW TO APPLY: Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application (STD. 678) which can be obtained from our website at <http://www.cirm.ca.gov/jobs/> to:

jobs@cirm.ca.gov or CIRM Search, 210 King Street San Francisco, CA 94107.

A scientific writing sample(s) to be provided upon interview.

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.